

## KinderConnect – Child Detail School Customized Schedule

You can assign existing **Customized Schedules** to a Child and review, edit, or remove **Customized Schedules** already assigned to a Child. Locate the Child you would like to review using Child Search. For additional information, refer to the Child Search QRC.

- A** Once you locate the desired Child in the Search Results, click on the name to open the corresponding Child **Detail**.

Search Results

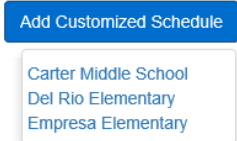
Child Name	Child ID	CIN	Case Number	Date of Birth	Age Group	Phone Number	Providers	Sponsors	Type	Customized Schedule	Account
Aaron, Billy	531			3/3/2013	PreSchool		Little Kites Day Care	Dace, Beckie test, herp	Non-Subsidized		Account
DeWitt, Aaron	560			3/3/2013	PreSchool		Provider2 R	DeWitt, Wally	Non-Subsidized		Account

- B** Press **Add Customized Schedule**. This button will only display if there are customized schedules available.

Child Detail

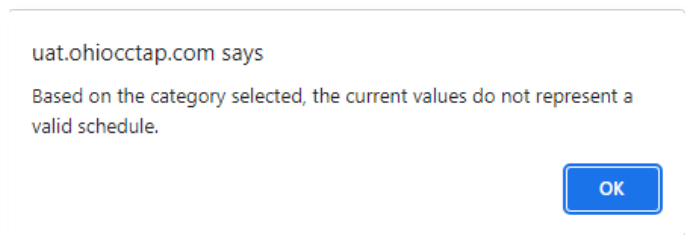


- C** The list of the available **Customized Schedules** the **Provider** has created displays. Click to select the **Customized Schedule** that you would like to add to this Child.

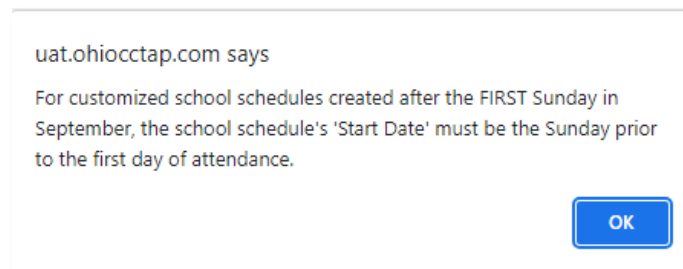


- D** When needed, adjust the **Start Date** and **End Date**.

**Note:** You will receive an error message if the **End Date** exceeds one year from the **Start Date** (as shown below).



You **must** also confirm that for customized school schedules created after the **FIRST Sunday in September**, the school schedule's **Start Date** must be the **Sunday prior to the first day of attendance**. A warning may be displayed for your acknowledgment.



You **must** select the correct **Start Date**, which **cannot be modified once you hit Save**. Any modification to the **Start Date** will require a new schedule.

Enter the **Start Time** and the **End Time** or, if they are the same for every day of the week, use the **Fill M-F** or the **Fill** buttons to add the **Start Time** and the **End Time** to the **Customized Schedule**.

- E** Press **Save** after making all desired changes.



- F** Press **History** to review all changes made to a **Customized Schedule**.



- G** The table displays the details of all changes made to the **Customized Schedule**. The scroll bar allows you to review additional columns. Depending on the number of records, there might be several pages. In that case, move among the pages by pressing on the appropriate page number link.

History

Provider ID	Provider Name	Schedule Name	Status	Category Description	Start Date	End Date	Monday Range	Tuesday Range
41	AAA Child Care	Anthony's 18th	True	Children attending public school all day	10/3/2019 12:00:00 AM	11/5/2019 12:00:00 AM	7:00a-3:00p	7:00a-8:00p
41	AAA Child Care	Anthony's 18th	True	Child attends public school all day	10/3/2019 12:00:00 AM	11/5/2019 12:00:00 AM	7:00a-3:00p	7:00a-8:00p
41	AAA Child Care	Anthony's 18th	True	Child attends public school all day	10/3/2019 12:00:00 AM	11/5/2019 12:00:00 AM	7:00a-3:00p	7:00a-8:00p
41	AAA Child Care	Anthony's 18th	True	Children attending public school all day	10/3/2019 12:00:00 AM	11/5/2019 12:00:00 AM	7:00a-3:00p	7:00a-8:00p
41	AAA Child Care	Anthony's 18th	True	Children attending public school all day	10/3/2019 12:00:00 AM	11/5/2019 12:00:00 AM	7:00a-3:00p	7:00a-8:00p

1 2 3 4 5

Close

- H** Press **Close**.
- I** Press **Remove** to eliminate a **Customized Schedule** from a Child. Note: The **Remove** button only appears if no payments have been processed for attendance that uses this **Customized Schedule**.



- J** Press **Save**.

**Note:** You can add multiple **Customized Schedules** to a Child. Each Provider defined **Customized Schedule** will display separated by its name and a horizontal line.